

COMPREHENSIVE SCHOOL MONITORING & EXECUTIVE PERFORMANCE EVALUATION

Step 1: School Information

School Name: _____

EMIS Code: _____

Principal /Head Teacher Name: _____

Step 2: Presence of Teaching & Non-Teaching Staff

i. Teaching Staff	Total	Present
ii. Non-Teaching Staff	Total	Present
iii. Students	Total	Present

Step 3: Cleanliness / School Hygiene

i. Condition of Classrooms	Yes/No	Total:	Functional/ Non-Functional	Remarks
ii. Office of School Head	Yes/No:	Remarks		
iii. Cleanliness Washrooms	Yes/No	Total:	Functional/ Non-Functional	Remarks
iv. Maintenance of Lawns/Grounds	Yes/No:	Remarks		
v. Proper Disposal of Waste	Yes/No:	Remarks		
vi. Implementation of Anti-Dengue SOPs	Yes/No:			Remarks

Step 4: School Results (Last Academic Year)

i. 9th Class – School %:	BISE %:	Appeared:	Passed:
ii. 10th Class-School %:	BISE %:	Appeared:	Passed:

Step 5: Utilization of Funds (Last Academic Year)

i. NSB	Sanctioned	Utilized	Remaining:
ii. FTF	BISE %:	Appeared:	Passed:

Step 6: Labs

i. Computer Lab	Yes/No	Total Computers	Functional	Remarks
ii. Science Lab	Yes/No	Well Equipped / Not Equipped:		Remarks

Step 7: Security Measures

i. Security Guard Available	Yes/No		Remarks:
ii. Metal Detector Available	Yes/No		Remarks:
iii. Visitor Register Available	Yes/No	Record Updated Yes/No	Remarks:
iv. Barbed / Razor Wire Installed	Yes/No		Remarks:
v. CCTV Cameras Installed	Yes/No		Remarks:

Step 8: Physical Infrastructure

i. Boundary Wall -	Yes/No:	Height:		Remarks:
ii. Functionality of Fans	Yes/ No	Total	Functional	Remarks:
iii. Functionality of Lights	Yes/ No	Total	Functional	Remarks:
iv. Availability of Furniture	Yes/ No	Details		Remarks:

Step 9: Teaching Learning Process

i. Display of Time Table	Yes/No		Remarks:
ii. Activity-Based Teaching	Yes/No		Remarks:
iii. Assessment Practices	Yes/No	Type	Remarks:
iv. Visit by CEO	Yes/No		Remarks:
v. Visit by DEO	Yes/No		Remarks:
vi. Visit by AEO	Yes/No		Remarks:
vii. Quality of Education	Good / Satisfactory / Poor:		Remarks:

Step 10: Discipline and Student's Hygiene

i. Checking of students Hygiene (Nails & Hair) By The Head of School	Yes/No		Remarks:
ii. All Students In Proper Neat and Clean Uniform	Yes/No		Remarks:

Remarks and Suggestions

Overall Education Quality - Good / Satisfactory / Poor: _____

Remarks and Suggestions:

Upload Book Log Images (if any): _____ Name of Visiting Officer: _____